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# Packet Assembly

## Tutor Packet Instructions

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# Organizing

Having the materials well organized and ready to hand out will maximize the success of your tutoring sessions. Each tutor coordinator will likely have her or his own scheme for arranging the materials.

Getting materials ready for tutors is time consuming. Recruit parent and/or student volunteers from upper-elementary grades, middle school, and high school

to help. Assign separate tasks to volunteers:

Printing packets and books

Assembling books

Laminating (optional)

Stuffing packets

Labeling packets

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# Downloading

Downloading and saving the contents of a packet onto your hard drive will help you organize the resources. You may want to create a folder for each of the six categories of resources, as well as subfolders for some of the categories. For example, the Comprehension (Leveled Reading) folder would have a subfolder for each level, and each subfolder would house all the packets in a particular level.

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# Assembling

Each category of tutor packets, with the exception of the Fluency packets, has two PDF files to download. One file contains all the resources that go into a packet. The other is a PDF file of the companion book.

Many of the packet components--such as Tutor Teaching Tips, game boards and game cards, flashcards, picture cards, word and letter cards, workmats, etc.--

can be used repeatedly. These components can either be printed on heavier card stock for greater durability, or they can be laminated.

Other components, such as the books and worksheets, are consumable and will need to be replaced after each session. Making extra copies of consumable materials for later packet refreshment will save you time in the long run. Remember, there is significant value in allowing children to keep the books for additional practice. We recommend that children being tutored always be allowed to keep the books to take home and read independently or with family members.

[View the Acrobat Tutorial »](#)

[How to Assemble a Book \(PDF\) »](#)

[Get Acrobat 6.0](#)



# Conversion of WMF images is not supported

Use Microsoft Word or OpenOffice to save this RTF file as HTML and convert that in calibre.



calibre 2.5.0

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## **Storing**

Packets can be stored in many ways. We recommend using a filing system, such as a plastic filing carton with hanging file folders. The file should be divided into the six major categories of packets.

Within each category, you can have a subset of hanging folders for housing the actual packets. For example, create a subset of folders for each letter of the

alphabet under the Alphabet category and a subset of folders for all the packets with each Fluency level or Leveled Reading level. One matching subset of folders should also be created for master copies from which to make additional packets and consumable materials that need to be replaced periodically.

You can either create a section devoted to Assessment with a subset of folders for each type of Assessment, or you can create an Assessment folder to be filed within each of the six categories.

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# Replenishing

Since children will be taking home the companion books, the books will need to be replaced following the tutoring sessions. Having an extra set of books made up ahead of time to replace books given out from a packet will ensure that each packet is ready for the next tutoring session.

In addition, you will need to replace consumable worksheets. Having extra worksheets printed up and stored in a

folder next to each packet will also ensure that the packet is ready for the next tutoring session.